

PROGRAM GUIDE

ROTARY INTERNATIONAL



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DISTRICT 5040 ROTARY YOUTH EXCHANGE

INTRODUCTION

The first seeds for Rotary International's Youth Exchange Program were sown by the Rotary Club of Copenhagen, with a small-scale European program started in 1929. A decade later saw the first student exchanges to take place in the Americas. In 1972, Rotary International (RI) endorsed the program to clubs world wide as a "worthwhile international activity". By the end of the century the program had grown to involve more than 80 countries with some 8,000 students participating each year.

Rotary's youth exchange programs fall into two categories:

Long-term exchanges, usually lasting a full academic year, during which time the student lives with more than one family in the host country. This document focuses on details of the long-term exchange program.

Short-term exchanges that entail a direct family to family exchange of two students for several weeks, usually during the summer months. This program is known as STEP (Short Term Exchange Program).

Further information on this program can be obtained by contacting the District 5040 STEP Chair, Liz Scott.

PROGRAM OBJECTIVES

The objectives of the Rotary Youth Exchange program are as follows:

1. To further international goodwill and understanding by enabling students to study at first hand some of the accomplishments and problems of people in lands other than their own.
2. To enable students to advance their education by studying for a year in an environment entirely different from their own and study courses and subjects not normally available to them in schools in their own country.
3. To broaden their outlook by learning to meet and live with people of different cultures, creeds and colours, and by having to cope with day-to-day problems in an environment completely different from your own.
4. To act as ambassadors for their country by addressing Rotary Clubs, community organizations and youth groups in their host country by imparting knowledge of their own country and its problems to the people they meet during their year abroad.
5. To study and observe all facets of life and culture in the country where they are hosted so that on their return home they can pass on the knowledge they have gained by addressing Rotary Clubs and other organizations.

STATEMENT OF CONDUCT POLICY

District 5040 has adopted the Statement of Conduct for working with youth as set out in Rotary Code of Policies Sec. 2.110 for its Rotary Clubs participating in the Youth Exchange Program. This policy states that it is the duty of all Rotarians, Rotarian's spouses, partners and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact. In keeping with the above, District 5040 conducts ongoing training programs for adult volunteers. The program has been reviewed and certified by Rotary International.

DISTRICT 5040

District 5040 represents over 50 Rotary Clubs located on the mainland of western British Columbia. These clubs are located in an area bounded to the west by the entire mainland coast between the northern and southern U.S. boundaries and include the western end of the Lower Mainland, the Cariboo and Prince George west to Prince Rupert.

This document is also available on District 5040's Youth Exchange web site on the internet at the following location: www.d5040youthexchange.ca. This website also provides details of both current and past District exchange students and information on current youth exchange activities.

OUTLINE OF THE YOUTH EXCHANGE YEAR

AUGUST

- Inbound and outbound students complete arrival in host country
- Rebound Reunion held for returned students
- Tweedsmuir Trek near Burns Lake, offered by the Burns Lake Rotary Club for Inbound students.

SEPTEMBER

- Inbound Student Orientation weekend held in the north of the District
- Clubs start to advertise in schools for next year's Youth Exchange (YE) outbound student applications
- Clubs provide written confirmation to YE Chair regarding participation in next year's YE program

OCTOBER

- Clubs start receiving preliminary outbound student applications

NOVEMBER

- Clubs close applications for outbound students, interview candidates and select their candidate(s)
- Full YE application forms issued to selected student(s)
- Candidates complete full YE application form in quadruplicate and return to the sponsor Rotary club who will forward to the local District YE Committee area representative for forwarding to the District YE Chair by **Dec 1st**.

DECEMBER

- Christmas parties for Inbounds (not mandatory)

JANUARY

- Inbound southern hemisphere students depart and replacements arrive
- District Committee interviews outbound student candidates
- Second Inbound Orientation weekend – usually at Whistler.

MAY

- Outbound Student Orientation session for all Outbound students – their parents and current inbound students also attend
- Inbound students attend District Conference

JUNE

- Processing of visas and travel planning

JULY

- Optional 3 Week BC summer camping tour for Inbound students.
- Currently hosted students depart for home and outbound students start departing

OUTBOUND YOUTH EXCHANGE PROGRAM

A. IDENTIFYING GOOD CANDIDATES

Who is Eligible?

1. Rotary Youth Exchange Students should preferably be between the ages of 15 years and 17 years 6 months when they depart in August and must not have graduated.
2. Applicants must be of good character and reputation.
3. Applicants must have academic standing in the top third of their class and have an outgoing and pleasant personality to fit them for the role of ambassador for Canada. They must have the ability to accept discipline and be capable of adjusting to new and strange conditions.
4. Sons and daughters of Rotarians are eligible for Rotary Youth Exchange but receive no special preference in selection. Students are selected solely on merit.

Desirable Student Qualities

The following are some of the qualities sought in applicants:

1. Above average academic qualifications.
2. Well-rounded personalities with an ability to think through problems and the stresses of living in a foreign environment.
3. Potential to be a good ambassador for their community, for Rotary and for Canada. During their year abroad, exchange students may be called upon to address many groups. Accordingly, they must possess a good personality, have the ability to communicate with other people and be able to express themselves clearly and well.
4. An inquiring mind and an active interest in the student's own environment, in the world in general and in world problems.
5. Students who are active in their community through sport, hobbies, youth activities, or church affairs. The best students are invariably those who lead busy, active lives in their communities.
6. Well adjusted applicants, particularly in their family relationships. Students who cannot adjust to his/her own family may find it impossible to adjust to more difficult family situations in a foreign environment. The best students invariably come from happy, united homes where the parents are 100% supportive of the student's participation in the Youth Exchange program.
7. Students whom Rotarians would enjoy hosting in their own home.

B. GUIDELINES FOR SPONSORING CLUBS

[See also the Introduction - Statement of Conduct Policy]

Program Participation

Clubs that sponsor an outbound student must host an inbound student in the same time frame. In September, Clubs are required to confirm their intended participation in the YE Program by completing a Club Agreement form and Certification of Compliance form, and forwarding them to the District YE chair to facilitate planning (see Appendices B and C)

Student Selection Procedure

1. Initial student applications must be received by the local Rotary Clubs no later than November 1st each year. Applications must be submitted in writing to the Rotary Club in the area in which the student resides.
2. Committees appointed by individual Rotary Clubs will interview selected candidates and their parents early in the Fall of each year and make their selection. At this time the selected student should be provided with copies of the comprehensive Youth Exchange application form, asked to complete this document and provide all supporting documentation and signatures for review by the District 5040 Youth Exchange Committee. Completed application forms must be received by the District YE Chair by Dec 1st. Students who reach this stage of the application process will then be interviewed with their parents by District Committee representatives.
3. Final endorsement of applications rests with the District Committee and is subject to the District Committee being able to make suitable hosting arrangements with Rotary Clubs abroad. Students should be advised that they cannot specify a destination country but will be given the chance to provide a short list of preferred destinations which will be taken into consideration. No student is regarded as a Rotary Youth Exchange student until officially accepted by the overseas host Rotary Club. Even after being accepted abroad, inappropriate behaviour could nullify the exchange.
4. Between the date of selection and the departure of the students, the District Committee will stage a weekend long briefing and orientation session for all outbound students and parents. Attendance at this meeting by both parents and students is MANDATORY.
5. Immediately after a student selection has been endorsed by the District Committee, a passport application should be made.

As early as possible in the school year (or in the spring when there is more time and less pressure associated with the beginning of school), Rotary Clubs should take steps to publicize the Youth Exchange Program with announcements to Club members, the press, radio and through local high schools. There may also be local or cable TV programs or public service spots where the program can be promoted.

Most high school principals will cooperate by allowing announcements to be placed on bulletin boards and some will allow a member of the Rotary Club to address a school assembly or foreign language classes. Announcements in PTA or PTO newsletters may also be a good way to reach the target audience if you can find the editor and meet the deadline for the appropriate issue. School principals should be advised that this is a true exchange program and selection of one of their Canadian students will normally entail the school receiving a non fee paying foreign student.

Application Forms

Both initial and full application forms are available on the Youth Exchange website. Initial application forms should be used at the club level. A small supply of these initial forms should be left with local high schools to give to interested students.

Processing Applications

After receipt of applications, the Chair of the Club's Youth Exchange Committee should take the following steps:

1. Contact the principal or guidance counsellor in order to ascertain the applicant's class standing.
2. Contact a person or persons outside the school who is/are very familiar with the applicant's out-of-school activities (e.g. sports or community groups). Try to ascertain the candidate's interests, attitudes to other youth, community activities and leadership qualities.
3. Interview the applicants and their parents, both separately and together. Try to judge the applicant's attitude toward parents, personality, ability to handle problems and ambassadorial potential. It is also essential to determine that the parents are aware of the financial requirements under the program and that they wholeheartedly support the application.
4. When the club committee has chosen a candidate, the club will notify the student and provide copies of the full application form for completion in quadruplicate, all with original signatures.
5. The 4 copies of the full application forms should be very carefully checked for completeness by the Club, signed by Club representatives and then forwarded to the District Youth Exchange Chair no later than December 1st. The Club should retain an extra photocopy for their files.

Choosing Club Selection Committees

When choosing selection committee members, consider including Rotary partners who will make valuable contributions to the selection process. When choosing your candidate, ask yourselves whether he/she would be a good ambassador for Canada and for Rotary, and whether he/she could stand up to the stresses and strains of living in a foreign environment.

District Committee Area Representatives

A District Committee representative has been appointed for your area. Please contact these individuals with any queries that you may have about the program. Generally your area representative is the Committee member listed on the inside front cover of this publication that lives closest to you. They will be pleased to help you regarding any Youth Exchange related topic.

C. GUIDELINES FOR PARENTS

[See also the Introduction - Statement of Conduct Policy]

Financial Obligations

Parents of an outbound exchange student are required to accept the following financial obligations:

1. Pay the required outbound youth exchange fee (\$4700 for 2013-14) for the following:

- round trip airfare for the student from Vancouver (12 month open ticket)
- student blazer
- student visa fees, where necessary
- student health insurance
- student Outbound Orientation weekend fee
- parent registration, accommodation and meals at the Outbound Orientation weekend
- student business cards, pins, badge and T-shirt
- Rebound Reunion

A \$500 deposit is to be submitted when the main application is forwarded to the District Committee. A second payment is due by May 1st and the final payment on June 15th. Send cheques payable to "District 5040 Rotary Youth Exchange" to the Youth Exchange Treasurer as listed in this publication. Parents are responsible for student travel costs between Vancouver and their B.C. home.

2. Attend the Outbound Orientation session with your son or daughter.
3. Provide your son/daughter with a contingency fund of \$500 for overseas emergencies. This fund must be replenished if accessed.
4. Provide all clothing needs for your son/daughter while abroad, including school uniforms (if any).

Families requiring financial assistance can apply for funding from our Sandover-Sly Memorial Fund.

Should a student elect to withdraw after submitting an application to the District Committee, an administration fee may be deducted from fees paid in order to cover handling expenses.

Period of Re-entry Adjustment

The first two months after your son/daughter returns from abroad will probably be the most trying time of your respective lives. Everyone reports that this is a most difficult time of adjustment for both parties. Tremendous horizons have been opened for the student during his/her year abroad and students do find it difficult to adjust when they "return to earth". A great deal of patience and understanding are required during this difficult adjustment period. (See Outbound Students - Rebound Reunion.

Parental Visits

If you wish to visit your son or daughter during their exchange year, please make sure that this is welcomed by the host parents, host Rotary club and your child! Many exchange students are less than enthusiastic about a visit from parents, but do not know how to address this difficult subject. We do not recommend travel during the first half of the exchange year. Such visits can be very traumatic for the student, who is usually still adapting to their new environment.

D. GUIDELINES FOR OUTBOUND STUDENTS

Obligations

Students sent abroad under the Rotary Youth Exchange programs are required to accept the following obligations:

1. You are required to obey the laws of the host country at all times and to accept the rules of the host youth exchange district and the discipline of the host club, counsellor, host school and host parents.
2. You will not, under any circumstance, drive a motorized vehicle of any kind during your Rotary Youth Exchange year.
3. You will not be permitted to "go steady" with a boy or girlfriend. Dating, preferably in company, will be tolerated but, for obvious reasons, romantic involvement is strongly discouraged to the extent that if you breach the rule you could be sent home.

4. You are required to enrol at a high school nominated by the host club and to attend classes regularly and participate in all school activities.
5. You may be required to address Rotary Clubs, other service organizations, youth groups, and community groups during their stay in the host country and will, on your return to Canada, be expected to address similar groups on your youth exchange experiences.
6. During your stay abroad, you are expected to attend the annual Rotary Conference in the host District, as well as other official Rotary and Youth Exchange Program functions as directed by your host Club.
7. You are an ambassador for Canada and must at all times behave in a manner that will reflect credit on your family, community and country.
8. You must return directly to Canada on completion of your exchange period. Students will not be allowed to stay in the host country after termination of the exchange period.
9. You are required to send a monthly report to the District YE Chair, your Committee member mentor, your Rotex mentor and your sponsoring Rotary Club. Electronic reporting should be done on the YE web site under the "Outbound Program" section.

Counsellor

Your host Rotary Club should appoint a counsellor whom you should regard as your confidant during your stay abroad. If you have any problems with school, adjustment, your host family or with finances, consult your counsellor. He or she is there to help you and will welcome the opportunity to act as a mediator if things go wrong. If you are not assigned a counsellor, you must tactfully ask that one be appointed for you as soon after your arrival as possible.

Passport and Visa

As soon as your sponsoring Rotary Club selects you, you should apply for a passport. Forms can be completed on line at: <http://www.ppt.qc.ca/info/form.aspx>. The District's travel agent sends each student instructions and visa forms for the assigned country. Students should read and follow the instructions carefully. Deadlines are included and should be observed. Visas cannot be obtained, in most cases, until the Rotary Guarantee Form has arrived back from the host country. Promptly following the deadlines and instructions will insure that everything is ready for processing as soon as the signed Guarantee Form arrives.

Hospital and Medical Insurance

This is mandatory. Some countries accept the Canadian policy available from the District, while others insist that their policies be purchased. Parents will be reimbursed for the cost of purchasing any mandatory insurance policy overseas. Where this policy is not mandatory, the District will pay the cost of purchasing the approved Canadian insurance policy. The District will only pay for one medical insurance policy.

Money

1. You will take with you \$500 in the form of bank draft or traveller's cheques, which you will deposit in a bank account co-signed by your counsellor. This money is to be used for emergencies only. It is NOT to be used for routine expenses or "living it up". Should the \$500 be depleted, your parents must replenish it.
2. If you experience considerable problems with money, consult your counsellor who may be able to help you work out a budget.
3. We suggest that you should take with you \$30-\$50 for minor travel expenses en route to your host country. Similarly, on your return trip home, be sure to carry a similar amount. There are sometimes unexpected expenses when leaving another country.
4. Your host Club will provide you with a monthly allowance in keeping with the average allowance of the young people of the area. The amount is indicated on the signed Guarantee Form.

Travel

This is a cultural exchange, NOT a travel exchange, and you should not go into the program with the expectation of extensive travel while overseas. Your hosts are under no obligation to provide or permit travel. However, many students do manage to do some travelling through the generosity of the Rotary Club and individual Rotarians. You must abide by travel regulations set forth by your host Club and District. Do not, under any circumstances, make travel arrangements on your own and then expect the host Club to go along with your arrangements. At the end of the year, some countries arrange for Rotary students, as a group, to travel on a Rotary organized tour. This will be at your own expense.

Travelling to Your Host Country

It is important that you contact your host parents, club YE Chair or counsellor with your arrival information. Be certain of the arrival date, it is often different from the departure date. Ask the person you notify to confirm to you that this important information has been received. Your first host family or Rotary representatives will meet you at your final destination airport, providing that you have given them adequate notice of your travel plans. This co-ordination task is entirely your responsibility and neither Rotary nor our travel agent will forward details of your arrival plans to your hosts. Be aware that some airlines are now charging for checked luggage and any such cost is payable by you at the departure airport.

You must carry with you the name, address, and phone number of at least two contacts in your host country. Keep them with you on the flight, not inside checked luggage. Ideally, these contacts should be your first host parents and host club youth exchange chair. Carry any other contact information that you have obtained. If the person you expect does not meet you on arrival, ask an employee of the arrival airline to help you phone one of the other contacts that you have. If this fails, phone your Rotary Chair with a collect telephone call. As a last resort, contact the nearest Canadian Embassy or Consulate to explain your problem.

First Night Questions

Please read Appendix A regarding First Night Questions.

School Fees

Your host Rotary Club will pay any school fees. In schools where uniforms are worn, this purchase is your responsibility.

Hosting arrangements are entirely the responsibility of the host Club. The usual procedure is for you to be hosted by three or four different families, but the host Club may vary this at its discretion. If hosting problems arise, consult your counsellor, who may be able to assist you.

You must - at all times - remember that the burden is always on YOU to adjust to the host family environment. The host family is under no obligation to adjust to you or treat you as a "special guest". You are expected to accept the normal discipline of the family and settle into THEIR routine (not the routine you have been used to back home).

You may call your host parents by the local equivalent of "Mom" or "Dad" (or a similar title) but never Mr. and Mrs. It is best to ask them what they want to be called shortly after arrival. In most cases, you will have a bedroom to yourself. Some students have complained that their host families have involved them in too much and that they wanted some "peace and quiet" on their own. If this situation develops, have a tactful word with your host Mom or Dad. Don't be disturbed if you are quite homesick in the first few weeks. It will pass.

Gifts

Your host families will appreciate a small Canadian gift.

Making Contact

As soon as you have been notified of the name of the Rotary Club and country where you will be hosted, you should contact the President or Youth Exchange Chair of the Host Club giving some personal and family details. If you don't know your host family, ask that your e-mail be forwarded on to the first host family so that a correspondence can be initiated. It is not always possible to finalize hosting arrangements well in advance of departure, but where this is achieved, every opportunity should be taken to exchange correspondence with your host family. This helps tremendously in the initial "settling in" period in a new environment.

Be a Joiner

To gain the maximum benefit of your year abroad, you should take an active part in the host community. Take every opportunity to join school clubs, youth and church groups, and be an active member of these groups. You are there to make friends with the young people of your host country. Do not confine your friendship to other exchange students.

Keep an Open Mind

There are usually two points of view on most issues, so keep an open mind on controversial issues (i.e., race, religion, etc.). Try to see the other point of view even if you do not necessarily agree, and above all, be tactful and diplomatic when your hosts express views opposed to your own.

Interviews

When interviewed by the press, radio or television at home or abroad, always be tolerant, never critical of your hosting country. Their customs, religions and procedures may be a little strange to you, but they are eminently appropriate to the people of the country that evolved them. Careless remarks made on public platforms, or during interviews, may cause serious embarrassment when later reported.

Learning the Language

Students who are sent to countries where a language other than their native tongue is spoken are expected to learn the local language as quickly as possible. Try to learn at least a few phrases of the new language before you leave. You should aim to become proficient in that language no later than three months after your arrival in the country. Some countries require a student to attend a language school on arrival.

Pictures

It is recommended that you take a good set of at least 30-40 pictures or powerpoint for showing to host families, Rotary meetings, and other groups. These should include the following: pictures of your family, pets, home (including interior shots), school, town and area, outstanding tourist spots, and flora and fauna.

Notepaper

You should not forget to write "Thank you" notes to people who host you overnight or for weekends, take you on trips or in any way assist you during your year abroad. This is not only good manners automatically expected of all exchange students, but also helps build goodwill for Canada. Take a small pad or two of notepaper with distinctive Canadian motifs for this purpose.

Rebound Reunion

In August, after returning from your year abroad, you and your parents will be invited to attend a Rebound Session. This is an opportunity to share your experience with other exchange students and their families, to provide feedback to the Committee on your Youth Exchange experience and to learn more about the critical subject of reverse culture shock. To encourage participation in this activity, a \$200 fee rebate is provided to those attending.

After Your Exchange Year - Rotex

When students return from their year as an exchange student, Rotary has many opportunities for continuing involvement. All students will speak to their sponsoring Rotary club after their return and many wish to continue their association with the other students involved in exchange. The ROTEX (Returned Exchange Students) group provides an opportunity for this continuing interaction and involvement with exchange. Students wishing to participate should contact the responsible member of the District Committee.

INBOUND YOUTH EXCHANGE PROGRAM

A. GUIDELINES FOR HOST CLUBS

[See also the Introduction - Statement of Conduct Policy]

Host Families

The host Club has an obligation to arrange suitable Rotarian or non-Rotarian host families of good character. Non-Rotarian families, whose children are currently or have previously been outbound students, are often pleased to host and benefit greatly from this experience.

First Night Questions

Please read Appendix A about First Night Questions.

Club Counsellor

The Club shall appoint a counsellor (same sex as student) for each student and who must not be one of the host parents. The counsellor must be prepared to take a keen interest in the student and must maintain regular contact with him/her. Personally presenting the monthly allowance cheque to the student is a good way to keep in touch. The counsellor should check with the high school from time to time concerning the progress of the student. The counsellor should confirm that the student has adequate medical and hospital insurance. District 5040 requires that inbound students have an acceptable insurance policy. Your District Chair should provide you with the necessary information.

Monthly Allowance

The Club shall provide the student with a monthly allowance to cover personal expenses. Allowances vary from Club to Club depending upon the particular circumstances. An amount of \$125 is generally acknowledged as a minimum. Some clubs may also provide a monthly bus pass.

Contingency Fund

The student is required to bring with him/her \$500 as an emergency fund which must be replenished by the parents should it become low. This fund is for emergencies, not clothing or travel etc. It is desirable that a safeguard on this fund be maintained to prevent the student from "living it up". One practical way of handling this is to establish a joint bank account that requires the signature of the counsellor before money can be withdrawn.

Timetable

Most students from the Northern Hemisphere arrive in August and return home in June or July. Some students from the Southern Hemisphere arrive in January and return the following January. It is recommended that students arriving mid-term be placed in a lower grade so when they return to school after summer holidays they will be with the same class as before.

Rotary Functions

Students are required to attend all Rotary functions to which they are invited. They must attend the District Conference and the special orientation sessions planned for all exchange students by the District Youth Exchange Committee. Related travel costs and fees are paid by the clubs.

Club Youth Committee

Responsibilities include:

1. Arranging and subsequent liaison with host families, so they and the student know well in advance when the student is to transfer from one home to another.
2. Liaising with the President and YE Chair so that the student can be included in the Club programs during the year, and if possible be a guest speaker on at least two occasions. It is a good idea to invite the student to all couples events and special functions.
3. Endeavouring to arrange for the student to join youth groups in the community and to be a guest speaker at community groups and neighbouring Rotary Clubs.
4. Trying to interest as many members of the club as possible in hosting the student for weekends, short holiday periods, special outings, etc. Some clubs have a roster of members prepared to help in this way during the year.
5. Making contact with the student's sponsor Club overseas by exchange of letters and reports on the student's activities and progress. This often leads to very useful country-to- country contacts with the International Service Program of Rotary.

Travel

The District Youth Exchange Committee will arrange get-togethers where students will travel to meet other exchange students within the Rotary District. Host Clubs are under no obligation to provide other travel experiences for the students, but invitations from Rotarian families to accompany them on trips will greatly enhance the exchange. Your club may, at its discretion, permit up to ten days of school absence for approved activities. The District Youth Exchange Chair must pre-approve any proposed travel outside B.C. (see Appendix G).

Communication

The success or failure of a student exchange often hinges on communication between the student and the host Rotary Club. All too often the student feels the Rotary Club has no interest in him/her and that it is all left to the host families. It is absolutely essential that continual and friendly contact be maintained between the student and the Club Youth Exchange Committee so the student is given the feeling of "belonging" in the community and of being part of an exciting experience in international understanding. Clubs that can achieve this will reap rich rewards from the Youth Exchange Program.

B. GUIDELINES FOR HOST FAMILIES

[See also the Introduction - Statement of Conduct Policy]

Introduction

Acting as a host to an overseas student can be a tremendously rewarding experience for a family, but it does entail obligations. It is not essential that the hosts be a Rotarian family.

Here are some of the ground rules:

1. The host family must undertake to supervise the school and leisure hour activities of the student as if he/she were their own son/daughter.
2. They have to maintain the student in their home and are expected to share all family activities with the student.
3. It is desirable that the student has a room of his/her own, or at least share with someone of the same sex and in the student's age group.

Compliance requirements: Rotary International requires all adults who will be in contact with students to have a criminal record check done (valid for 4 years), and to complete the Volunteer Application form (Appendix E). As a host family, you will also need to complete the Host Family Information Sheet (Appendix D).

First Night Questions: Please read Appendix A about First Night Questions.

Counsellor: The host Rotary Club will appoint a counsellor who will act as a confidant to the student during his/her stay in Canada. The student is expected to go to the counsellor for guidance on any problems that arise. The counsellor is also available to help host families with any problems they encounter in hosting a student. Don't hesitate to consult the student's counsellor if problems of any kind arise.

Students are not Special Guests: It cannot be stressed too much that the host family should not treat the student as a special "honoured guest". The whole value of this program centres on the acceptance by both student and host that the student will be "one of the family", not receiving any special favours nor being exempt from undertaking normal family chores. For this reason it is desirable that the student address the host parents as "Mum" or "Dad" (or similar terms), rather than the formal, Mr. and Mrs.

Household Chores: The student should most certainly make their bed, keep his/her room tidy and assist with general household chores such as lawn mowing and similar tasks. However the student should not be used as a constant built-in babysitter.

Internet use and social interaction: Problems tend to arise when students spend too much time on the internet and alone in their room. Please ensure that your student is involved with social interaction within your family.

Discipline: The student is expected to adapt to the discipline of the host family. The host family is under no obligation whatsoever to adapt to the student. The student must do all the adapting. If the student shows some unwillingness to accept this policy, the host family should approach the host Rotary Club counsellor so he/she can make this point clear to the student. It is better that such a ruling come from an outside person, such as the counsellor, rather than from the host parents. Problems can arise unless the student clearly understands the fact that he/she is expected to conform to host country conditions. At the same time, host families should be aware of the problems of adapting.

Religion: Somewhat surprisingly, this creates very few problems. Most students are very flexible on attitudes and usually will accompany the host family to their church, even where religions differ. Host families, however, should not force an issue and, if the student wishes to follow his/her own religion, every effort should be made to assist him/her in this respect.

Alcohol: Students are not allowed to consume alcohol.

Drugs: There is a total prohibition on students indulging in illegal drug taking in any form while participating in the Youth Exchange program. Any student breaching this rule may be expelled from the program and returned home at once. If the host parents have reason to suspect that a student in their care is taking drugs, they should report their suspicions immediately to the counsellor.

Driving: The student is specifically forbidden to drive any motorized vehicle while in the program. This rule must be enforced because legal problems could arise should a student be involved in an accident. Motorized vehicles include cars, motorcycles, ATV's, snowmobiles, motorboats, etc.

Romance: The Youth Exchange program rules state that students should not become "romantically involved" with members of the opposite sex. If host parents note that a relationship is becoming serious, they should report the matter to the counsellor. This is a difficult area, but the rule is basically sound because a student who becomes romantically involved centres all of his/her interests on one person to the exclusion of the broader aspects of the program.

Finance: The host family is not under any obligation to provide the student with pocket money (this is provided by the host club) or to finance clothing, travel or other expenses. Summer trips for the students are the financial responsibility of the student's own parents.

School: The student is expected to attend school on a regular basis and complete all assignments. Academic excellence is not required but students must do their best at all times.

Travel: The host family is under no obligation to provide the student with travel experiences. Host families or other Rotarians wishing to include the student in their travel plans may do so provided the district travel rules are observed. Any travel plans that entail school absence must be pre-approved by the host club. The District Youth Exchange Chair must also pre-approve any proposed travel outside B.C.

Change of Hosts: Host families should keep in touch with the host Club through the counsellor concerning hosting arrangements so that both the student and the host families know exactly when each hosting change is to take place.

Money Problems: Some young people need guidance in handling money if they are to live within the monthly allowance supplied by the club. The student's \$500 contingency fund should not be expended on day-to-day items. It is to be used for emergencies only. Supervision of these contingency funds is desirable and the best method is the establishment of a special bank account, which requires permission of the counsellor before a withdrawal can be made. This is an issue, which should be discussed with the counsellor at the beginning of the exchange.

Homesickness: Every student experiences homesickness to some degree. This is often prevalent in the second or third month of the exchange. Host parents should understand this and expect the student to have some adjustment problems. A student actively involved in community youth groups will be less likely to suffer from adjustment problems and homesickness than a non- participant. Do all you can to encourage your student to accept the opportunities to participate in community affairs.

C. GUIDELINES AND RULES FOR INBOUND STUDENTS

School

During your stay, you will be enrolled at a high school and you are required to attend regularly, complete all assignments and take part in all school activities as if you were a Canadian student. Your club may, at its discretion, approve up to ten days of school absence for approved activities.

Travel

It is important for you to understand that this is a cultural exchange and NOT a travel exchange. Travel is limited as follows:

The District Committee will arrange events where you will travel to meet the other District exchange students. You may, if invited, accompany Rotary Club families on trips. However the host club is under no obligation to provide travel experiences. You are not to arrange travel plans for yourself or seek special travel concessions. The District Youth Exchange Chair must pre-approve any travel outside B.C.

Drugs

The use of illegal drugs is forbidden by law. Any student using illegal drugs is subject to immediate return home.

Drinking

Students are not allowed to consume alcohol.

Driving

The Youth Exchange regulations specifically prohibit a student from driving a motor vehicle while on exchange. This rule includes driving all forms of motorized transportation.

Dating

Students are not to form romantic attachments or "go steady". They should be friendly and mingle with all students so that their influence reaches all of the student body.

Clothing

You will need a warm jacket and boots in northern B.C. and rain gear in Vancouver and some other areas. If such clothing is not available in your home country, you may be able to borrow some from your host families. If not, you should be prepared to purchase this clothing.

Host Families

Students coming to B.C. usually stay in three or four different homes. This requires a lot of adjustment on your part, as you must adapt to the life of your host family. There is no obligation on the part of the host family to adapt to your way of life. You must do all adaptation. Remember your host families owe you nothing. On the other hand you owe the host families an enormous debt of gratitude for the considerable personal and financial sacrifices they are making in hosting you. Without these sacrifices it would not be possible for you to spend a year abroad as an exchange student. The majority of program difficulties around the world arise from the refusal or inability of students to adapt to their new environment. Please read Appendix A about First Night Questions.

First Night Questions

Please read Appendix A about First Night Questions.

Monthly Allowance

Your host Rotary Club will provide you with a monthly allowance and will also provide transportation and accommodation to attend the District Rotary Conference and District organized Youth Exchange orientations. These are the primary financial obligations of the host club.

Counsellor

Your host club will appoint an experienced Rotarian as your counsellor who will be your confidant for the time you are with us. If you have any problems, whether it is with the host family, club, school, or financial level, you should consult your counsellor who will do his or her best to iron them out.

Medical and Hospital

Students in District 5040 are required to purchase medical insurance coverage. This should be purchased prior to your arrival in Canada. The medical system and insurance in Canada is different from your home country. ALL medical, hospital and dental expenses are the responsibility of your parents.

Public Speaking

During your stay in Canada, you will be expected to speak on a number of occasions to Rotarians and community groups. If possible, you should have available some digital photos or photos of yourself, your family, your home (inside and out), your community, and other areas of interest from your country to illustrate these presentations.

Contingency Fund

You are required to bring with you a contingency fund of \$500. On arrival this is to be placed in a bank account which is co-signed by your counsellor. The contingency fund may only be used for emergencies. It is not intended to cover day-to-day items. The balance will be returned to you close to the end of your exchange year.

Behaviour

While you are being hosted as a Rotary Exchange Student, please remember that you are an ambassador for your country and for Rotary. We, therefore, expect that you will maintain high standards of behaviour at all times so the people you meet will form a good impression of your country. Otherwise, one of the main purposes of the Program (the ambassadorial role) will not be fulfilled.

Jobs

You are a temporary resident of Canada on a STUDENT visa that does not allow you to have any form of paid employment.

Smoking

Canadians are less tolerant of smokers than most other countries. The District YE program has a no smoking policy.

Tattoos and Piercings

In order to avoid adverse reactions from parents or Rotarians, the District YE program has a “no new body piercing or tattoo” policy for students during their exchange year.

Early Return Home

Students are occasionally unable to complete their exchange year because their Club is no longer willing to host them. Sometimes this is due to the student breaking rules. More often it is due to a student attitude problem. Remember that Rotary Clubs and host families should enjoy hosting students. If this enjoyment evaporates, the willingness to host may also disappear.

Conclusion

The Rotary International Youth Exchange Program is offering you a unique experience to live for an extended period of time in a new and different environment. You are expected to immerse yourself in the culture and customs of Canada; to learn the language quickly; to accept gracefully the differences you will encounter and to join wholeheartedly in Rotary, school, and community activities. Your compliance with these Rules and Guidelines will ensure a successful and rewarding experience for you. Students who do not assume these program responsibilities may be required to return early to their home country.

APPENDIX A

FIRST NIGHT QUESTIONS

Introduction

When an exchange student arrives at a new host family, it can be a challenge to readily adjust to the new environment. Each family is different and their homes operate in different ways. Unless the family has previously hosted students, they may never have even considered the unwritten rules used in every house on a day-to-day basis to ensure that the home operates smoothly. The sooner that the new student understands and adopts these house rules, the less chance there is of an unfortunate misunderstanding occurring which could have a negative impact on a new relationship.

If an exchange student breaks one of these rules, it could create a problem. For example, the family may be unhappy that the student chooses to sit in what has traditionally always been “father’s chair” but are too polite to mention it. This can lead to a strained relationship, which the student may detect but not understand. Because families have never thought about their unwritten house rules, usually evolved over many years but rarely if ever discussed, it is difficult to explain them to a new arrival. A sample list of First Night Questions for the students and host families to review at the start of each home stay has been prepared. All exchange students are encouraged to discuss these questions with the host families immediately after arrival. Should this not happen, then host families are encouraged to initiate these discussions.

Why Use First Night Questions?

Timely discussion of First Night Questions can not only reduce the risk of unfortunate misunderstandings, but is also a very effective “ice breaker” for an exchange student in a new home. Sometimes this discussion is a little difficult because of a language barrier. In this case, this website shows how the same questions translated into a number of different languages: www.yeoresources.org/First_Night_Questions.htm

If language could be a problem, consider printing out these questions from the website in the appropriate languages. The questions are suggestions only. The student and host family should discuss anything that they think is important. Please discuss the items most important to you as soon as possible. A student with limited language skills should probably not assume anything. Ask instead. The simplest questions may be the most important, such as “Where is the bathroom”? You can come back to other questions as they seem necessary.

List of First Night Questions

1. What would you like me to call you? Should I call you “Mom”, “Dad”, or given (first) name, or something else?
2. What are my daily responsibilities while living in your home:
 - a. Make my bed?
 - b. Keep my room neat and clean?
 - c. Clean the bathroom after I use it? d. Other?
3. What is the procedure for laundering clothes? Where do I keep dirty clothes until they are to be washed?
4. What is the procedure if I need to iron my clothes?

5. May I use the iron, washing machine, sewing machine, etc.?
6. Where can I keep my bathroom accessories?
7. When is the most convenient time for me to use the bathroom on weekday mornings (in order to get ready for school)?
8. When is the best time for me to shower or bathe?
9. Is there anything special about using the bathroom I should know?
10. May I use the family's shampoo and tooth paste or should I buy my own?
11. When are mealtimes?
12. Do I have any responsibilities at meal times, such as to set or clear the table, wash or dry the dishes, dispose of the garbage?
13. May I help myself to food and drinks (non-alcoholic) at any time or must I ask first?
14. May I use kitchen appliances such as the microwave, dishwasher or stove?
15. What areas of the house are strictly private, for example, your study, bedroom, pantry, etc.?
16. What are your rules about my drinking alcohol?
17. What time must I get up weekday mornings?
18. May I rearrange the furniture in my bedroom?
19. May I put posters or pictures on the walls of my room? If yes, how do you want things attached to the walls?
20. Where can I store my suitcases?
21. May I use the stereo, computer or TV?
22. What time should I get up weekends and holidays?
23. What time must I go to bed weekdays? Weekends?
24. What time must I be at home on school nights if I go out?
25. What time must I be in on weekends if I go out?
26. What dates are the birthdays of family members?
27. May I have friends stay overnight?
28. What is your rule on entertaining friends in my room?
29. Can I invite friends over during the day? After school? When no one else is home?
30. What is the telephone number here? How do I contact you in an emergency when I am not here?
31. How do I make telephone calls? What are the rules about telephone calls? Local, Long Distance, International? How and when may I pay for calls I make? How do you want me to keep track of my expenses for telephone calls?
32. What are the rules about access to the Internet and e-mail if there is a computer in the house? Are there time limits or time periods that use is permitted or prohibited? If you are not connected to the Internet, where can I find an Internet service to contact my family and friends?
33. May I receive telephone calls from my friends? Are there times of the day when calls are not acceptable?
34. What is the procedure about sending and receiving mail?
35. Do any of you have any special dislikes? For example, chewing gum, types of music, being late, wearing a hat at the table, being interrupted while reading, etc.



Certification of Compliance

The **Rotary Club of** _____ hereby affirms that:

- ❖ It will follow the policies and procedures laid down by Rotary International, RI District 5040 and the District 5040 Youth Exchange Committee when working with any Youth Exchange activity, event or program.
- ❖ This undertaking is a requirement for their participation in the Youth Exchange program operated by District 5040 and should this Rotary Club cease to be in compliance with said policies and procedures, then the permission of the District is immediately withdrawn for their participation in these programs.
- ❖ Should permission be withdrawn because of non-compliance, any student being hosted by said Rotary Club will, at the District YE Committee's discretion, either be transferred to another club that is in compliance or be sent home with the appropriate notice and explanations to the sponsoring Rotary District. If there are costs involved with these events that are not normally associated with the exchange, these costs will be borne by the defaulting club.

This Certificate is signed at _____ on the _____ day of _____ in the year _____ and is effective for one year.

(President or President-Elect)

(Secretary)



D5040 Youth Exchange

Host Family Information Sheet

Note: To be completed by prospective host families prior to hosting a student. All adults (18 years or older) who may share this home must also complete Rotary's Volunteer Information Sheet.

Principal Host Parent (Full name):

Contact: Home Tel:..... Cell:

Work: Email:

Spouse or Partner (Full name):

Contact: Home Tel:..... Cell:

Work: Email:

Residence Address:

Mailing Address (if different).....

Names of Children	Sex (M/F)	Age	Live at home (Y/N)?
.....
.....
.....
.....

Details of any others who may live in this home:

Would prefer to host a boy/girl/no preference:

Would the student have their own bedroom? (If not please explain)

.....

Please sign:

.....

Principal Host Parent

Date:

.....

Spouse or Partner.

Date:

FOLLOWING SECTION TO BE COMPLETED BY ROTARY CLUB YOUTH EXCHANGE OFFICER

I have visited this home, discussed the hosting programme with this family and recommend an exchange student placement in this home.

.....

Print Name

Signature

.....

Rotary Club Name

Date

Note: If appropriate, this Host Family Information Sheet may remain valid for up to four years, but is to be reviewed annually by the above named Rotary Club.

Appendix E



District 5040 Youth Programs

Volunteer Application

District 5040 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

PERSONAL INFORMATION

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Home Phone: _____ Email: _____

Business Phone: _____ Fax: _____

How long at this address? _____ (If less than five years, please list prior residence(s) on the back of this sheet.)

Are you a member of a Rotary club? Yes _____ No _____

If yes, please give club name and year joined: _____

Position Applied for: Host family: _____ Youth counselor: _____ Other Youth volunteer: _____

Have you held a Youth Programs position in the past? Yes _____ No _____

If yes, what position and when? _____

EMPLOYMENT HISTORY (past 5 years - please attach additional sheets, if necessary)

Current Employer: _____

Address/City/Prov/Postal Code: _____

Telephone: _____ Position: _____

How long with this company? _____ Supervisor's Name: _____

Previous Employer: _____

Address/City/Prov/Postal Code: _____

Telephone: _____ Position: _____

How long with this company? _____ Supervisor's Name: _____

Do you have a volunteer history with youth? (Circle answer) Yes No

If yes please fill out the following information:

VOLUNTEER HISTORY WITH YOUTH (past 5 years - please attach additional sheets, if necessary)

Organization Name: _____

Address/City/Prov/Postal Code: _____

Telephone: _____ Position: _____

Dates Held: _____ Director's Name: _____

Previous Organization: _____

Address/City/ Prov/Postal Code: _____

Telephone: _____ Position: _____

Dates Held: _____ Director's Name: _____

PERSONAL REFERENCES (not relatives and not more than one former or current Rotarian).

Name: _____

Address: _____

Telephone: _____

Relationship: _____

2.

Name: _____

Address: _____

Telephone: _____

Relationship: _____

3.

Name: _____

Address: _____

Telephone: _____

Relationship: _____

QUALIFICATIONS AND TRAINING

What qualifications and/or training do you have relevant to youth programs for this position? Please describe in full.

CRIMINAL HISTORY

1. Have you ever been convicted of or plead guilty to any crime(s)? **Note that Applicant must attend their local RCMP detachment in person and request a criminal record extract and have it sent, or deliver it, to the Rotary Youth Officer in the Rotary Club in contact with the Applicant.**

yes no

2. Have you ever been subject to any court order involving any sexual, physical or verbal abuse including but not limited to any domestic violence or civil harassment injunction or protective order?

yes no

WAIVER/CONSENT/RELEASE

I certify that all of the statements in this application, and in any attachments hereto, are complete, true and correct to the best of my knowledge.

I hereby give my permission for Rotary International, Rotary International District 5040 Inc., and their members involved in the administration of youth programs (“District 5040”) to investigate, verify and obtain information given in this application, including searches of law enforcement and published records (including driving records and criminal background checks), contact with former employers and reference interviews. I understand that this information will be used, in part, to determine my eligibility for a volunteer position with the District 5040 youth programs. I also understand that as long as I remain a volunteer here, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and that there is a procedure available for clarification, if I dispute the record as received.

I specifically acknowledge that I have a continuing obligation to disclose any new circumstances that may affect the suitability of myself and my family to participate as a volunteer in District 5040 Youth Programs.

IN CONSIDERATION of my acceptance and participation in the Youth programs, I, to the full extent permitted by law, hereby release and agree to save, hold harmless and indemnify, District 5040, all members, officers, directors, committee members and employees of the participating Rotary Clubs and Districts, and of Rotary International ("Indemnities"), from any or all liability for any loss, property damage, personal injury or death, including any such liability which may arise out of the negligence of any of the Indemnities, which may be suffered or claimed by me as a result of an investigation of my background in connection with this application.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE APPLICATION, WAIVER, CONSENT AND RELEASE, AND THAT I SIGN THIS FORM VOLUNTARILY

Signature of Applicant

Please Print Name

Date

District policy requires that volunteers be screened every 4 years including criminal record checks

ROTARY THANKS YOU FOR BEING WILLING TO VOLUNTEER AND MAKE YOUTH PROGRAMS POSSIBLE.

Revised July 2015



Rotary Youth Exchange District 5040

D. 5040 YOUTH EXCHANGE TRAVEL AUTHORIZATION FORM Students must adhere to the travel rules of D. 5040 or risk being sent home! Travel is a privilege, not a right. Travel is only permitted if organized and supervised by Rotary, your host parents or your school, church, sport team or recognized community group.

This form is required for travel out of the province. Please send a copy to your club YEO and the District Chair, Sue Godey (suegodey@telus.net)

Student: _____

Nature of the trip: _____

Destination: _____

Date and time of departure: _____

Date and time of return: _____

Means of transportation: _____

Student's traveling companions and/or organization: _____

Contact information while traveling: _____

Contact information at final destination: _____

Name and signature of responsible adult supervising the travel: _____

Signature of consent and date signed:

Current host family: _____

Host club YEO: _____

District YE Chair: _____

DISTRICT 5040 YOUTH EXCHANGE WEB SITE

www.d5040youthexchange.ca

FaceBook/ District 5040 Youth Exchange

Check the Youth Exchange website and FaceBook page for details of:

- Program Outline – all the contents of this booklet
- Outbound Program – details of current participants, monthly online reporting system and details of program graduates by year.
- Inbound Program - details of current participants and details of program graduates by year.
- Other Rotary Links – Rotary links on the internet
- News – news & pictures of youth exchange events
- Student Graduates – previous inbound students
- Short Term Exchanges – STEP program details
- District 5040 Map
- Useful Resources – application forms, youth exchange materials and miscellaneous information.
- Outbound Student Comments

Revised: July 2015